

## Daily Standup Meeting Minutes

**Attendees:** Aykhan Pashayev, Charlie Iglesias, Cheng Zhang, Alex Linghay Eng, Nicolas Su Nobrega

**Start Time:** 7:30 PM EST

**End Time:** 8:00 PM EST

Aykhan Pashayev:

- How many hours did I work since the last meeting?
  - I worked for 3 hours.
- What was done since the last scrum meeting?
  - Technical side of the project fully finished and documented on GitHub.
- What is planned to be done until the next scrum meeting?
  - I'll plan documentation, presentation and poster.
- What are the hurdles?
  - No hurdles.

Charlie Iglesias:

- How many hours did I work since the last meeting?
  - I worked for 3 hours since the last meeting
- What was done since the last scrum meeting?
  - I worked on documentation for the project
- What is planned to be done until the next scrum meeting?
  - I will continue to work on the documentation
- What are the hurdles?
  - None

Cheng Zhang:

- How many hours did I work since the last meeting?
  - I worked 3 hours.
- What was done since the last scrum meeting?

- Start writing Implementation Notes.
- What is planned to be done until the next scrum meeting?
  - Keep writing Implementation Notes.
- What are the hurdles?
  - No hurdles at this time.

Alex Linghay Eng:

- How many hours did I work since the last meeting?
  - 3 hours
- What was done since the last scrum meeting?
  - Poster designing on the phone
- What is planned to be done until the next scrum meeting?
  - More poster designing
- What are the hurdles?
  - I'll be back on my phone again

Nicolas Su Nobrega:

- How many hours did I work since the last meeting?
  - 1 hour
- What was done since the last scrum meeting?
  - I helped finishing the poster
- What is planned to be done until the next scrum meeting?
  - I will prepare final checks
- What are the hurdles?
  - No hurdles